

Center for Educational Performance and Information (CEPI)

MI Plan

Frequently Asked Questions

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Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov



Access to MI Plan

I am a school building principal. How do I get access to MI Plan?

UserIDs and passwords originally were sent to each local district superintendent in December 2003. Please contact your local district superintendent for your school building's UserID and password. For security purposes, you are advised to change your password after your first login to the MI Plan application.

If your superintendent cannot locate your original UserID and password, please contact the DIT Education Help Desk at 517.335.0505 or Help-Desk@michigan.gov and provide your name, telephone number (with area code), e-mail address, district code, school building name and school building code.

I am a building principal, and I am having trouble with my UserID and/or password. Can I get a new UserID or password?

Regarding the UserIDs, all new UserIDs begin with the word "principal" immediately followed by a series of numbers. Be sure that you are typing the word principal and numbers without any spaces in between "principal" and the numbers.

Regarding the passwords, be sure you are typing the correct password. All users are asked to change his/her password after initially logging in to the tool. Be sure to write down your new password, or please use a password that you will easily remember.

If you need to "re-set" your password, please contact the DIT Education Help Desk at 517.335.0505 or Help-Desk@michigan.gov and provide your name, telephone number (with area code), e-mail address, district code, school building name and school building code.

I am a local district superintendent. How can I access MI Plan for my buildings' school improvement plans and Education YES! self-assessments?

Regarding school improvement planning, the MI Plan is a tool intended specifically for use by school building principals and their school improvement teams. We suggest that you contact the principal of each building to discuss access to that building's planning process.

Regarding the review and approval process for the Education YES! school self-assessments, UserIDs and passwords were sent to all intermediate and local superintendents in March 2004 from the Department of Education. The UserIDs and passwords that were mailed allow a superintendent access only for the review and approval of each building's self-assessments.

I am a local district superintendent. I received UserIDs/passwords for non-public schools that are located in my district; do I need to manage these accounts?

If your district's list of school buildings included any non-public schools, please disregard the UserIDs/passwords for these schools. Local districts are not expected to manage the distribution of UserIDs/passwords for non-public schools. The Department will need to determine any procedures involving non-public schools.

I am an intermediate school district superintendent. How do I get access to all of my local district buildings' plans?

MI Plan is a tool intended specifically for use by school building principals and their school improvement teams. We suggest that you discuss access to any building's planning process with the local superintendent and the building principal.

I am an intermediate school district superintendent and did not receive any of my local districts' lists of school buildings' UserIDs and passwords with the letter that was mailed in December 2003. Should I have received this enclosure?

No. Letters that were mailed to ISDs were sent for informational purposes only. Only local superintendents are responsible for distributing their district's buildings' UserIDs and passwords.

I am an intermediate school district superintendent and did not receive any UserIDs/passwords for my ISD-operated school buildings. How can I get UserIDs/passwords for these buildings?

UserIDs and passwords for ISD-operated buildings were faxed to ISD superintendents from CEPI in March 2004. If you cannot locate this list, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517.335.0505 and provide your name, telephone number (with area code), e-mail address and district code.

Education YES! School Self Assessment

I need to complete my Education YES! school self-assessment. Where do I do that?

The MI Plan application can be accessed at www.michigan.gov/miplan. After you have logged into the application, there are specific instructions for going directly to the Education YES! section of the site. First, set your grades. Second, click on the words "Education YES!" This will take you directly to the school self-assessment section.

Is there a guide for completing my school self-assessment?

Yes, go to www.michigan.gov/cepi and click on Administrators. You will see a subsection called "MI Plan." Click on "MI Plan" which will take you to an information page. There are user guides for school users (completing the assessment) and district users (the review/approval process). These documents are also included in the Help menu within the MI Plan application.

I would like to use a blank worksheet to fill out my school's self-assessment and then enter the information into the MI Plan application. Where can I get a blank worksheet?

A guide similar to the Department's 2002-2003 school self-assessment guide has been provided by the Department and can be found on the CEPI Web site. Go to www.michigan.gov/cepi and click on Administrators. You will see a subsection called "MI Plan." Click on "MI Plan" which will take you to an information page. For the MDE guide, click on the appropriate link the Help/Contact Us box. There also are user guides for school users (completing the assessment) and a district user (the review/approval process).

I am the principal or administrator of a un-graded facility that does not have a specific grade setting. How do I set my grades so that I can complete my self-assessment?

If you are a principal or administrator of an un-graded facility (such as a special ed facility), please mark all grades (Pre-K through 12) and then click on the words "Education YES!" in order to proceed to the self-assessment section of the application.

I would like to use the "pre-populate" feature to complete my self-assessment, but it is "grayed" out. Can I use this feature?

You can only use the "pre-populate" feature (button) if you have not started working on that indicator. If you have previously worked on that indicator, the "pre-populate" button will be grayed out and will not allow you to click it. We cannot "re-set" the "pre-populate" feature if your work has already begun on an indicator.

Also, if a school/facility was issued a new building code for the 2003-2004 school year (e.g, a building received a new school code on August 1, 2003, because grade settings changed), the pre-populate feature cannot be used since the application considers this entity a new facility with no previously-associated data or information.

I am finished entering information/data for the first indicator of my self-assessment. How do I save this information?

After completing each indicator, please click on the "Submit" button at the bottom of the indicator. This "Submit" button acts as a "save" feature until all 11 indicators have been completed. After you have completed all 11 indicators, a final "Submit" button will appear. Once you click on the final "Submit" button, your self-assessment will become available to your district superintendent for review and approval.

Are my high school MEAP scores from 2002-2003 pre-loaded in the MI Plan application?

2002-2003 MEAP scores (high school) have not been pre-loaded into the MI Plan application due to the extensive appeals and review process.

School Improvement Planning

I am a school building principal, and after logging into MI Plan, I do not see a full menu bar at the top of the application so that I can access my data. Is my school's data missing?

No, your school's data is not missing. At the first login to MI Plan, users will notice that a full menu bar is not available (and that you cannot access any of your school's data). You first need to set your school's grades and characteristics. To do this, go to the "Admin" bar, which is located on the menu bar at the top of the page. You then will be prompted to set grades and other characteristics. Once you have done this, all of the menu buttons — and your data — will be accessible.

Is Title I information included in the MI Plan tool?

Yes, available Title I information and documentation are included in the Help feature, which is at the top, left part of the application page.

What are the sources of data that are loaded in MI Plan at the state level?

Demographic Data

Schools and School Codes: School Code Master

Pupil Headcount (Enrollment): CEPI Downloadable Data

Free and Reduced Lunch: MDE K-12 Database (Food and Nutrition)

Staff Count: MDE K-12 Database (Staff Counts)

Revenues and Expenditures: MDE K-12 Database (Financial Data)

Achievement Data

AYP School Performance: Michigan Department of Education

MEAP – Current Trend: Michigan Merit Award and MEAP Information (Summary Downloadable Data Files)

MEAP – Historical Trend: Michigan Merit Award and MEAP Information (Summary Downloadable Data Files)

MEAP – Trend by Subgroup: Michigan Department of Education

Help/Other

Is there a listserv that I can join to receive information about MI Plan from the state and other district and school users?

Yes. For more information, go to http://www.mi.gov/cepi/0,1607,7-113-28353_28374-88784--,00.html